



S.R.C. - Pipestone, MN U.S.A.

# EMPLOYEE DOCUMENTATION FORM

*Amle*

Name Rosevelt Matiner Date: 6-30-08

### RECOGNIZING POSITIVE BEHAVIOR

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Outstanding Job Performance     | <input type="checkbox"/> Exceptional Loyalty and Spirit        | <input type="checkbox"/> Went the Extra Mile   |
| <input type="checkbox"/> Extra Effort in Helping Others  | <input type="checkbox"/> Super Cooperation / Flexible Attitude | <input type="checkbox"/> Exceptional Quality   |
| <input type="checkbox"/> Exceptional Attention to Safety | <input type="checkbox"/> Thank you for your contribution       | <input type="checkbox"/> Other (Explain below) |

### CORRECTING EMPLOYEE BEHAVIOR

Progressive discipline generally will apply and all disciplinary actions will remain active for a period of one year. If a violation of any four rules of conduct occur within a twelve-month period it will result in employment termination. Disciplinary action may exceed the normal progression and may include termination depending on the severity of the infraction. **Absenteeism** - Absence without notification or excuse, excessive absenteeism/tardiness or extending rest periods will be disciplined separately from other Rules of Conduct.

Verbal Warning  Written Warning  Suspension (  Total Days )  
 Termination (Date  ) Return to Work on (Date)   
(Time)

Attendance  Performance  Quality of Work  Cooperation  Safety >>  
 Insubordination  Behavior  Policy Violation  Other (Explain below)

was checked to work on 6-28-08 and  
didnt come in

|   |
|---|
| <b>SAFETY</b>                             |
| <input type="checkbox"/> Rule Violation   |
| <input type="checkbox"/> Unreported       |
| <input type="checkbox"/> Accident         |
| <input type="checkbox"/> Negligence or    |
| <input type="checkbox"/> Injured Other(s) |
| <input type="checkbox"/> Injury or        |
| <input type="checkbox"/> Property Damage  |
| <input type="checkbox"/> Repeat Offender  |

### EMPLOYEE IMPROVEMENT PLAN:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Improve Attendance/Tardiness  | <input type="checkbox"/> Re-Train/Review Policy    | <input type="checkbox"/> Performance / Quality of Work  |
| <input type="checkbox"/> Change Shift / Job Assignment | <input type="checkbox"/> Transportation / Car Pool | <input type="checkbox"/> Improve Cooperation / Attitude |
| <input type="checkbox"/> Improve Home Circumstances    | <input type="checkbox"/> Seek Employee Assistance  | <input type="checkbox"/> Other <input type="checkbox"/> |

My agreed "Performance Improvement Plan" is:

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We agree to work together on the items identified in this Performance Improvement Plan and to make every effort to reach the goals and expectations defined. Should it be determined that my overall performance improvement does not meet expectations, further discipline may be required up to and including employment termination. I have read and received a copy of this documentation.

*Rosevelt Matiner*  
(Signature of Employee)  
*Josie Pennich*  
(Signature of Human Resources)

*[Signature]*  
(Signature of Manager)  
(Original returns to HR, Copy is given to the Employee)